



US Army Corps  
of Engineers  
Portland District

# SPECIAL PUBLIC NOTICE

## Portland District, Regulatory Branch Format for Drawings

Issue Date: March 3, 2009

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On January 1, 2001, the Portland District, Regulatory Branch implemented a new electronic procedure for issuing project specific Public Notices in response to an Executive Order to reduce the use of paper in Federal agencies. In a Special Public Notice, dated February 28, 2001, we announced that drawings submitted with an application must clearly indicate the vicinity and site specific location of the project; plan views and cross sections of waters of the United States overlaid by project designs are also required. The Public Notice stated that *drawings must be completed on letter size paper (8 ½ by 11 inches) sufficient for posting on the website*, and that *applications will not be considered complete without clear drawings that can be posted to the website*. The purpose of this Special Public Notice is to provide a reminder, and further clarify the format of drawings to be submitted with permit applications.

In recent years Portland District located new Regulatory field offices in Eugene, North Bend, and La Grande in an effort to improve service and accessibility for the regulated community. The majority of our internal document sharing and review process between the field offices and the District office is completed electronically. It is imperative that permit applications contain clear drawings with sufficient information that will reproduce clearly (e.g., photocopies, scanning), and can be transferred electronically. As a result:

- a. Drawings must clearly indicate the vicinity and site specific location of the project; plan views and cross sections of waters of the United States overlaid by project designs are also required.
- b. Drawings must be completed on letter size paper (8 ½ by 11 inches).
- c. Drawings must be completed in black ink on white paper.
- d. Applications submitted without clear drawings (containing sufficient information) that can be clearly reproduced will be considered incomplete.

Drawings in other formats and sizes may be submitted as additional information.

If you have questions regarding this notice, please contact Judy Linton at the address below or telephone (503) 808-4382.

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